

## **POLICE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the major duties of which consist of supervising lower ranking police officers and assuring that established procedures and policies are enforced. Employees of this class oversee the production and maintenance of records required to document department activity, perform public relations functions, and assist in managing the care, maintenance, and use of all department equipment, vehicles, and property. Police Captains supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, and criminal investigation. Duties of this class are performed with a high degree of independence, with work reviewed by a Police Major. This class ranks immediately below that of Police Major.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, and jail operations.

Manages the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines the organization of assigned services, including the deployment of personnel. Investigates accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Manages a recruitment and selection program and gives talks about employment opportunities at schools or meetings of civic organizations.

Oversees the supervision of the preparation and maintenance of department records and forms. Writes letters in answer to written or oral requests addressed to the police department.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with the public and other agencies. Sees that an official department representative is assigned to meetings in order to give reports, offer advice, make recommendations, which may affect the police service. Answers inquiries or complaints from the public about

the operation of the police department. Conducts tours of department facilities for school or civic groups.

Determines target areas for crime prevention or community relations efforts, and produces instructional materials to be used in crime prevention and other community relations programs. Delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Delegates work assignments, sets priorities, and reviews the work and reports of subordinates in order to best accomplish the goals of the organization. Inspects the appearance of subordinate personnel to ensure that they meet departmental standards. Approves leave. Provides assistance to employees in technical areas of work. Handles employee complaints and grievances.

Assists in the evaluation and development of a training program for the department and serves as an instructor. Provides technical expertise to smaller law enforcement agencies in surrounding areas.

Supervises the general care and arranges for repairs and maintenance of all department buildings, property, or equipment. Reviews products by meeting with sales representatives, evaluates specifications, and recommends products to be purchased.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

SU	04-26-65
Rev	02-27-74
	06-21-83
	04-02-85
	03-03-93
	03-16-94
	06-21-94
	03-27-01
	10-25-05
	05-02-06

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the application deadline.

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